

Authorization Agreement For Automatic Deposits

Please read this form carefully and write clearly.

If this is a new account, you must:

1. Already have the account set up at your bank.
2. Find out if they accept direct deposits. Verify bank's # and your account # (including dashes).
3. Notify the bank that you are going to set up direct deposit through Payroll. Make sure that there isn't anything special you need to do as far as they are concerned.

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Please check the action and fill out form below:

_____ Canceling account (complete item C below). Do not close an account unless you cancel it through Payroll first.

_____ Direct deposit already set up, changing \$ amount only (complete C through E below).

_____ A new account (complete A through E below).

_____ A new account to replace a direct deposit already set up (complete A through E below).

Which account are you replacing? _____
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A. Bank Name _____

B. Bank Routing #: Checking _____ Bank Routing #: Savings _____

C. Your Checking Acct.# _____ Your Savings Acct. # _____

D. Checking _____ Savings _____

E. Full Deposit _____ Partial Deposit (Amt per payroll) _____

Please return to the Payroll Department with a voided check from your checking account. For your savings account we need a form from your bank with Routing # and Account #. (NO DEPOSIT SLIPS)

***Your account # will be pre-noted the first two weeks.
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-I authorize Ball's Foods and the bank listed above to deposit my net pay or portion thereof as indicated above into my account each payday.

-If funds to which I am not entitled are deposited into my account, I authorize Ball's Foods to direct the bank to return said funds.

-I understand that my deposit may not be credited to my account until 5:00 PM on Friday (Refer to the paydate indicated on the check voucher).

Employee Signature: _____ Emp# _____

Print Name: _____ Date: _____

Email Address: _____